CFD Round 2 Sealed Bids Guidance
August 2017
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This interactive menu sets out all of the key activities involved in the Sealed Bids Window including how to save, submit and withdraw bids. You can also learn how to remove your entire CFD Application from the process.

Select the icons below to navigate to relevant sections of the document:

1. Creating Sealed Bids
2. Validation Rules for Sealed Bids
3. Withdrawing your Application

Sealed Bid Video Guidance
Auction Scenarios Video Guidance
## 1. Creating Sealed Bids (1 of 4)

### 1) Accessing the Sealed Bids form
- Log in to the **EMR Delivery Body Portal** and navigate to **My EMR**.
- Select the **Sealed Bids** icon.

### 2) Creating a Sealed Bids form
- Select your **CFD Application** from the drop down
- Click on **Create Sealed Bid Form**
1. Creating Sealed Bids (2 of 4)

3) Editing the Sealed Bid form

- Select your newly created Sealed Bid form. You can **View** or **Edit** the form here.
- Click on **Edit**.

4) Adding a Sealed Bid

- Scroll down to Flexible Bids
- Click on Add Sealed Bid
1. Creating Sealed Bids (3 of 4)

5) Editing an individual Sealed Bid

- Edit the **Strike Price**, **Capacity**, **TCW Start Date** and **TCD** as required by changing values in the boxes;
- Click on **Save**

6) Submit the Sealed Bid form

- Click on **Submit** once you have created all of your Sealed Bids
1. Creating Sealed Bids (4 of 4)

7) **Clearing Validation Errors**

- Validation errors occur when Sealed Bid requirements have not been met.
- To clear Validation errors click on the pen icon to edit the Sealed Bid parameters. Repeat this process for all bids containing errors and re-submit.

8) **Withdrawing a Sealed Bids form**

- Click on **Withdraw SB** to remove your bids from the process. Note – you will have to create a new Sealed Bids form once you have withdrawn.
- To complete the process, click on **Withdraw SB** from the sealed bids form. Then click **Back to My Applications** to return to the previous screen.
Applicants must submit the strike price, denominated in pounds sterling;

No bids can be submitted above the relevant Administrative Strike Price;

The sealed bid with the lowest strike price in a Delivery Year must be expressed to the nearest pence e.g. £100.01;

The sealed bid with the highest strike price in a Delivery Year can be expressed to the nearest tenth of a pence e.g. £100.011
Applicants must submit the Target Commissioning Date (TCD) and Target Commissioning Window (TCW) start date relative to each specific bid;

The TCD for each bid must fall within the TCW for each sealed bid;

The TCD must be the same or later than the original Application;

Applicants cannot submit more than 2 sealed bids per Delivery Year;
2. Validation Rules – Capacity

- Sealed bids can only have the same Capacity or less than the original Application;

- Where the technology type of any given CFD Unit that requires a minimum MW figure to be input, sealed bids cannot be submitted below this minimum threshold i.e. -
  - Anaerobic Digestion must have capacity >5.00MW
  - Where ‘altered’ has been selected capacity must be >=5.00MW
  - For Offshore Wind, capacity of Phases 2 and/or 3 must be >=5.00MW

Capacity – where referenced, Initial Installed Capacity and Provisional Capacity Estimate are to be considered as one and the same.
2. Validation Rules - General

- Applicants may withdraw their entire CFD Unit Application(s) during the sealed bids submission window;
- Applicants may withdraw and re-submit bids during the sealed bids submission window;
- No bids will be accepted by the Delivery Body after the sealed bid submission window has closed;
- Applicants who do not submit a sealed bid will be assigned a default bid equal to the Administrative Strike Price, the Target Commissioning Date (TCD) and the Capacity of their original Application;
- Bids must have a different combination of strike price, Capacity, and TCD;
- For each Application an Applicant may submit only one sealed bid for the same TCD and the same Capacity as set out in the original Application.
3. Withdrawing from the CFD Process

Qualifying Applicants have the opportunity to withdraw their Application entirely from the CFD process in the Sealed Bids window without incurring the Non-Delivery Disincentive.

WARNING
If you withdraw entirely from the CFD process at this stage your Application cannot be recovered.

1) Select Application to Withdraw
   - Select Application and click on Withdraw Qualification Application.

2) Confirm Application to Withdraw
   - Read the disclaimer and click on Withdraw;
   - Click on Yes to confirm Withdrawal.
   - WARNING – Selecting Yes shall Withdraw the Qualifying Application from the CFD Process including Auction, this final stage is irreversible.